

# EXHIBITOR CONFIRMATION

Saturday, February 16  
1-4 p.m.  
Fairview Elementary School



On behalf of the City of Bloomington Parks and Recreation and Community and Family Resource Departments, we thank you for registering for the 2013 Children's Expo. This year's theme is ***Under the Big Top*** where we invite you to actively participate by decorating your booth accordingly. If you have any questions please feel free to call me, Amy Shrake, at 349-3747.

## Set up:

There are two opportunities to set up your booth—Friday, February 15 from 6:30-7:30 p.m. or Saturday, February 16 from 11:00 a.m.-12:30 p.m. All booths must be set up and ready to go by 12:30 p.m. on Saturday. Two chairs and a covered and skirted 6' table are provided. There will be a map at the Exhibitor/Volunteer Welcome Table as you enter the back entrance (8<sup>th</sup> Street side) of Fairview School showing your location and tables will be marked with signs.

## Tear down:

Tear down begins after 4 p.m. **Do not** tear down your booth before the conclusion of the event. It is important that all participants have the same opportunities and experiences. Please leave all tablecloths and table skirts on the tables to be removed by event volunteers.

## Activities for children:

We are relying on our exhibitors to offer a craft, game, or some other type of engaging activity for children at their booths. Not only will this provide a fun atmosphere for the children and their families, but it will also draw participants to your booth so you can better promote your products and services. Please feel free to use the space in front of and/or to one side of your table for your activity area, but be considerate of your neighbor and do not obstruct access to their booths. We are at full capacity! If you need ideas for an activity, please contact me. Plan for approximately 250 children.

## Door Prizes:

If you are offering a door prize, we recommend facilitating your own drawing by distributing tickets at your table and contacting the winner on your own.

## Hospitality Room:

Food and refreshments are available for all registered exhibitors of the Children's Expo. The Hospitality Room will be in classroom **# 124**. Two tickets will be in each exhibitor packet and each is good for a lunch and a snack visit to our hospitality room. Lunch items will be available at NOON and 2 p.m.

## Parking:

Please park in the 8<sup>th</sup> Street Fairview School parking lot. If you need assistance unloading your booth materials, locate staff and we can assist. Looking forward to a fun and helpful EXPO!

